

HUMAN RESOURCES ANALYST

Class Definition

Under general supervision, performs a variety of professional activities in support of a comprehensive human resource management system.

Distinguishing Characteristics

Human Resources Analyst is a journey level class assigned to a Human Resources Division of the Department of Administrative Services. Incumbents perform a variety of analytical and administrative assignments in recruitment, examination, classification, salary administration, labor relations, loss control, insurance and benefit administration, and related functions. This class is distinguished from Senior Human Resources Analyst in that the latter is the first-line supervisory level in the Human Resources Analyst series. It is distinguished from Management Analyst II in that incumbents of the latter perform a broad range of administrative support duties in an operating department or division.

Typical Tasks

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Designs and implements recruitment programs to obtain qualified candidates; prepares job announcements, advertisements, and other recruitment materials.

Coordinates, designs, and administers job-related selection procedures, including application reviews, written and performance tests, and interviews and assessment techniques; screens applications for qualifications; provides for the establishment of eligible lists.

Uses automated applicant tracking/exam scoring/statistical analysis software to conduct analysis of exam results, such as, pass point analysis, item analysis, applicant flow analysis, univariate statistics, and interrater reliability.

Conducts organizational and classification studies and audits; develops, updates, and revises class specifications.

Collects compensation and benefit data and prepares analyses and reports; provides classification, compensation, benefits, and other information to other agencies.

Assists in the implementation and monitoring of equal employment opportunity compliance and affirmative action policies and programs.

Assists with the development and implementation of various employee training programs.

Coordinates the Employee Medical and Health Screening, Workers' Compensation and Unemployment Insurance, and Employee Assistance Programs.

Conducts safety inspections to prevent accidents; investigates, analyzes, and reports accidents; conducts safety programs; and administers various loss control activities.

Prepares and/or conducts new employee orientation programs, training programs, and other related workshops.

Collects information and provides staff support during negotiations with employee organizations and/or for grievance proceedings; conducts grievance and discipline investigations; makes recommendations and provides related technical support.

Confers with, and interprets policies, procedures, and regulations for, City employees and representatives of employee organizations; provides information to the public regarding City policies and procedures.

Prepares reports, correspondence, and a variety of written materials.

Performs related duties as required.

Knowledge, Ability, and Skills

Knowledge of the principles and practices of recruitment and examination, position classification, job analysis, salary administration, and test construction, analysis and evaluation.

Knowledge of the principles and practices of collecting and comparing salary data and benefit information, and internal and market influences affecting wage determination.

Knowledge of federal, state, and local legislation and major court decisions pertaining to equal employment opportunity and affirmative action programs.

Knowledge of a variety of personal computer software applications for word processing, applicant tracking, spreadsheets, and data bases.

Knowledge of the California State Labor Code relative to workers' compensation and industrial safety.

Knowledge of the principles and practices of the collective bargaining process in the private or public sector.

Knowledge of federal and state regulations applicable to labor relations in the public sector.

Ability to analyze a variety of administrative problems and to make sound policy and procedural recommendations for their solutions.

Ability to interpret and apply equal employment opportunity laws, civil service regulations, and provisions of contracts, ordinances, negotiated agreements and other regulations or policies pertaining to human resources activities.

Ability to prepare clear, concise, and comprehensive reports, records, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to develop and maintain effective working relationships with those contacted in the performance of assigned duties.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Personnel Management, Industrial Relations, or a related field; and one year of professional experience in a comprehensive human resource management system in one or more of the following areas: recruitment and selection, classification and compensation, employee relations, affirmative action, benefit administration, or safety and training. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

Recruitments may be limited to a specific area of expertise as required by operational needs. The specific areas of expertise are listed below:

1. Recruitment and Examination
2. Classification and Salary Administration
3. Loss Control, Insurance and Benefit Administration
4. Labor Relations

APPROVED: _____
Director of Administrative Services

DATE: _____